

WASHINGTON DEPARTMENT OF ECOLOGY  
APPLICATION INSTRUCTIONS  
for a  
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM GENERAL PERMIT  
to discharge storm water associated with industrial activity

**Introduction:**

This is an instruction document for the preparation of an application, referred to as a Notice of Intent (NOI), for coverage under a National Pollutant Discharge Elimination System (NPDES) General Permit for storm water discharges associated with industrial activity in Washington. This NPDES General Permit (hereinafter called the Baseline General Permit) applies to industrial storm water discharges to surface waters and to storm sewers (which discharge to surface waters).

The Baseline General Permit is also being issued as a State Waste Discharge Permit. Therefore, a facility which has an industrial storm water discharge to the ground, in addition to a discharge to a surface water or a storm sewer (which discharges to surface water), should use this NOI to apply for coverage for all of its storm water discharges.

**Background:**

The 1987 amendments to the Federal Clean Water Act required the U.S. Environmental Protection Agency (USEPA) to develop regulations for storm water discharges. USEPA storm water regulations were published in the November 16, 1990 and April 2, 1992 editions of the Federal Register. The storm water permit regulations are published in the Code of Federal Regulations, Title 40, Part 122 (40 CFR Part 122).

The USEPA regulations allow state agencies which have been delegated NPDES permit authority to issue individual permits or general permits to regulate the discharge of industrial storm water. The Washington Department of Ecology, as a delegated NPDES state agency, is responsible for implementing the USEPA requirements for industrial storm water permits in Washington State. As a first step in implementing the federal storm water requirements, Ecology plans to write one baseline general permit which will cover most of the thousands of industries and construction activities required to have a storm water permit.

The following are instructions for completion and submission of a Notice of Intent for coverage under the Baseline General Permit:

**Who Must Apply**

Operators of facilities listed in 40 CFR Subpart 122.26(b)(14) must apply for coverage under this permit. Appendix #1 of Ecology's Baseline General Permit reprints that federal regulation, and lists exceptions to those facilities identified in the regulation. In addition, Section S2 of the permit exempts certain silvicultural activities.

In instances where the owner of an industrial facility is different than the operator, the owner may choose to apply as a co-permittee. For construction sites, a contractor and the owner are required to apply as co-permittees.

### **When to Apply**

Operators/owners of facilities must file a NOI on or before the following deadlines:

1. For existing industrial facilities or construction sites ("existing" means those which began operation prior to issuance of the Baseline General Permit): October 1, 1992, or 90 days after issuance of the permit (scheduled for late September, 1992);

**NOTE:** Federal regulations require applications for a storm water permit by October 1, 1992. Due to the limited time between the anticipated permit issuance date and the October 1, 1992 deadline, Ecology will exercise regulatory discretion and not take legal action against dischargers which submit an NOI within 90 days after permit issuance. However, applicants who submit an NOI after October 1, 1992 could be subject to legal actions by the federal government or third parties.

2. For new industrial facilities ("new" means those which begin operations after issuance of the Baseline General Permit): 30 days prior to the commencement of the industrial activity; and,
3. For new construction activity (see definition of "new" above): 10 days prior to commencement of construction.

### **Where to Apply**

Please mail the NOI to the following Ecology office:

Washington Department of Ecology  
Industrial Storm Water Unit  
P.O. Box 47696  
Olympia, WA 98504-7696

### **Fees:**

Ecology will initiate an annual fee for the permit beginning July 1, 1993.

The fee will be identified through amendment to Ecology's permit fee regulation. That regulation will be amended in 1993.

### **Completing the NOI:**

The NOI is an official document committing the permittee to compliance with the requirements of the Baseline General Permit. It should be completed accurately, completely and legibly (Please print or type). Each discharger will be assigned a permit identification number and will be notified as to coverage under the baseline general permit.

### **LINE-BY-LINE INSTRUCTIONS FOR COMPLETING THE NOI**

Check one of the four boxes in the upper right-hand corner of the NOI.

If box 4 is checked, the permit identification number must be entered on the blank line under that box. Your permit identification number will be listed on the first page of your permit. An example of a change that warrants a resubmittal of the NOI is a change of owner/operator of the facility. Complete only those portions of the NOI that apply to the change(s).

**Section I - Operator or Contractor:**

Give the name, as it is legally referred to, and the address of the person, company, firm, public corporation, municipality or any other entity which operates the facility. This includes tenants at industrial parks or port districts, and contractors at construction sites.

Give the name and telephone number of the person who will serve as the primary contact person with Ecology. The contact person should be the plant or site manager who is completely familiar with the facility, and charged with overseeing compliance with the permit requirements.

**Section II - Owner/Representative of Site or Facility:**

Give the name, as it is legally referred to, and the address of the person, company, firm, public corporation, municipality or any other entity which owns or legally represents the facility. A representative may be a corporate officer of a publicly owned corporation. If the owner is the same as the operator, just enter "same as operator" on the first line.

Please give the name and telephone number of a contact person, if the owner is choosing to be a co-permittee with the operator for the facility.

**Section III - Facility/Site Address**

Enter the facility's official or legal name and provide the street address (including the County) for the facility. This information may or may not be the same information requested in Section I. Facilities that do not have a street address must provide appropriate location information.

**Section IV - Billing Address:**

Use this section to indicate where the annual fee invoices should be sent.

**Section V - Receiving Water Information:**

Check the appropriate boxes for receiving water information for the storm water discharges from the facility or site. In part A.1, if applicable, also indicate the name of the receiving storm sewer such as a municipality, flood control district, utility or private entity (e.g. industrial park). Indirect discharges to waters of the State (part A.3) are those that may flow over adjacent properties or right-of-ways prior to discharging to waters of the State. If you discharge storm water only to the ground, do not submit this Notice of Intent.

In Part B, indicate the name of the first downstream receiving water(s) which has an assigned name. If storm water is discharged to more than one receiving water, the names of each receiving water must be listed. Indicate whether the storm water is initially discharged to an unnamed receiving water(s) prior to flowing into the named receiving water(s) by placing a check in the appropriate box. If the discharge is to an unnamed surface water which does not eventually drain to a named surface water (e.g. a pond with no outlet), leave the "name(s) of receiving water(s)" line blank, and check "Yes."

**Section VI - Industrial Activity Information:** (Applicants for construction sites should only complete Part D.)

Part A of this section requires the listing of up to four Standard Industrial Classification codes (SIC) which best describe the industrial activities at the facility. The SIC codes can be found in the Standard Industrial Classification Manual, prepared by the federal Office of Management and Budget, which is available in public libraries. Please list your primary SIC code first.

The activity in which a facility is primarily engaged determines the primary SIC code for that facility. To determine the activity in which a facility is primarily engaged, the SIC Manual recommends using a value of receipts or revenues approach. For example, if a facility manufactures both metal and plastic products, the facility would total receipts for each operation. The operation that generated the most revenue for the facility is the operation in which the facility is primarily engaged. If revenues and receipts are not available for a particular facility, the number of employees or production rate may be compared. If a facility performs more than two types of operations, whichever operation generates the most (not necessarily the majority) revenue or employs the most personnel, is the operation in which the facility is primarily engaged. Once a primary activity is identified, refer to the SIC Manual to find the corresponding SIC four digit code.

For part B, briefly describe the nature of the business. In part C, indicate all the industrial activities that take place at the facility.

In part D, only provide answers in the appropriate column, either under industrial facility or construction activity. Shaded areas indicate a response is not requested. Question 5 applies only to industrial facilities and construction sites which begin operation after the issuance date of the Baseline General Permit (targeted for late September, 1992). Questions 6 and 7 apply only to industrial facilities which began operations prior to issuance of the Baseline General Permit.

**Section VII - Material Handling/Management Practices:** (not applicable to construction sites)

In part A, indicate those materials which are handled and/or stored outdoors regardless of container types or containment system by placing a check in the appropriate box(es). Handling can include shipping/receiving, processing, maintenance, material transfer and waste treatment and disposal. If materials other than those listed are maintained on-site, please check "other," and describe the type of material.

Part B requests information on existing management practices used at the facility. Please place a check in the box(es) for the appropriate category(ies), or list other practices used at your facility. One of the listed categories is "Management BMPs." The acronym, BMPs, stands for Best Management Practices. Management BMPs include: a pollution prevention committee, good housekeeping, preventive maintenance, employee training, inspections and recordkeeping.

**Section VIII - Regulatory Status:** (not applicable to construction sites)

This section requests information on any existing permits for the facility, including NPDES, State Waste Discharge, RCRA, and Air permits. In Washington, air emission permits are issued by local agencies or Ecology. Air permits can be referred to by various names such as a permit, an order, or a Notice of Construction.